

## EENS Directorate 8/1/06

### Health & Safety Record/Document Management Requirements

	Topic / Series Title	Record Description	BNL Site Specific File Plan DOE Retention	Responsible Party Location
1.	<b>Occupational Health &amp; Safety (OHSAS 18001) Management System Description (Manual)</b>	The written OSH program of an organization. <b>CONTROLLED DOCUMENT</b>	ADM-16.1.1 Permanent	OSH Rep. Location: BNL web site. Signed copies in RO Office Files (B130, Rm. 2-30).
2.	<b>Occupational Health &amp; Safety (OHSAS 18001) Management Plans</b>	Annual list of targets & objectives and performance indicators for the improvement of the OSH program of an organization. <b>CONTROLLED DOCUMENT</b>	ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	RO Manager Location: BNL web site. Signed copies in RO Office Files (B130, Rm. 2-30).
3.	<b>OSH 18001 Support and Risk Assessments Files</b>	Records verifying organizational compliance with the OSH 18001 program. <b>Central file for task lists and JRA/ FRA risk assessments</b> <b>CONTROLLED DOCUMENT</b>	ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	OSH Rep Location: BNL web site. Signed copies in RO Office Files (B130, Rm. 2-30).
4.	<b>OSH Management Reviews and OSH Records of Decision Documents</b>	Documentation of presentations to senior management on the actions and status of the organizations OSH program.	ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	RO Manager Location: BNL web site. Signed copies in RO Office Files.
5.	<b>OSH Internal Assessments/ Audits</b>	Internal Assessment Results of an organization.	ADM-22.1.A.2 Destroy after 10 years	POC: RO Manager Location: Web/ATS, or RO Office Files (B130).
6.	<b>WOSH Committee Records</b>	Charter, members, and records of meetings/actions for the Safety & Health committee with worker representation of an organization	ADM-16.8.B.1 3 years	WOSH Committee Chair. Location: Chair's Office
7.	<b>Safety &amp; Health Training</b>	Records for safety & health training such as manuals, syllabuses, and other training aids; description of course content; examination documentation, attendance rosters; documentation of required performance, & lesson plans.	ADM-1.29.2.A.2 - Transfer to a federal records center after last session. Destroy 75 years after transfer.	BNL Training Office, BTMS/Training Coordinator
8.	<b>Local Emergency Plans</b>	Contains Local Emergency Response Plan generated for each building at BNL. It may contain the original plan, procedures for an emergency situation, locations of emergency shut offs, building floor plans, in/out door assembly areas and evacuation zone. <b>CONTROLLED DOCUMENT</b>	ADM-18.27 - Destroy 3 years after issuance of a new plan or directive.	Local Emergency Coordinators Location: Copies posted in Buildings; signed copies in RO Office Files (B130, Rm. 2-30).
9.	<b>Contingency Plans</b>	Plans posted at the 90-day Accumulation Areas. Consists of the emergency response plans, which identify environmental and safety hazards at a facility and surrounding areas. The plan lists phone location, name of contact, and diagram of pertinent area. <b>CONTROLLED DOCUMENT</b>	ENV-1.B.1 - destroy 3 years after issuance of a new plan	90 Day Area Mgrs. Location: 90-Day Area/vicinity; signed copies in RO Office Files (B130, Rm. 2-30).
10.	<b>Tier 1 Facility Safety Inspections</b>	Records of routine safety inspections.	ADM-18.9 - Cut off at the end of the fiscal year. Destroy 75 years after discontinuation of the facility.	ES&H Coordinator Location: RO Office (B130, Rm. 2-30).
11.	<b>Safety Assessment Documents &amp; Safety Analysis Reports</b>	Documentation of safety analysis reports relating to facilities. Records relating to health, safety & environmental issues. Records should include related DOE Safety Evaluation Report. <b>CONTROLLED DOCUMENT</b>	ENV-1.B.4.B - Review annually. Cutoff when superseded, obsolete, or cancelled. Destroy 25 years after cutoff	Currently N/A

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12.	<b>Work Planning and Control Documentation- Work Permits</b>	Consists of work planning & control documentation. It includes the original, signed work permit, the job tracking log & the control procedures.	ADM-18.37 - Destroy 75 years after the date of the permit.	Work Control Coordinators/Work Control Manager Location: Resp. Party's Files.
13.	<b>Non Radiological Permits</b>	Safe work permits granting approval for employees to work on a potentially hazardous job or area. Includes confined space, working on or near energized equipment, digging, cutting/welding and penetration permits. Permits contain job descriptions, instructions to workers & approval signature of responsible supervision.	ADM-18.37 - Destroy 75 years after the date of the permit	PI/Supervisor Location: Work Area
14.	<b>JRA/ESR Matrix</b>	Document linking Organizational Experimental Safety Reviews with JRAs.	ADM-16.1.2 – Cut off at end of each fiscal year. Destroy 5 years after cut-off.	Experimental Review Coord. Location: BNL web site. Signed copies in RO Office Files (B130, Rm. 2-30).
15.	<b>Work Planning and Control Documentation- Experimental Safety Reviews</b>	Contains safety review documentation, which demonstrates that control systems, utilized in operations, have the capability for safe use. Items used include sites, facilities, structures, plants, materials, spent fuel, waste, machinery and equipment.	ADM-18.37 - Destroy 75 years after the date of the permit.	Experimental Review Coordinator Location: RO Files (B130, Rm. 2-30).
16.	<b>Occurrence Reports</b> that are OSH related	Reports documenting specific occurrences in the organization, which violate or pose a threat to safety. These files are for Investigative incidents and Critiques not maintained in the DOE Occurrence Reporting System.	ADM-18.11.1.B - EPI - Cut off at the end of the fiscal year in which the case was closed. Destroy 15 years after cutoff.	Owner/Location: Reportable: Appropriate BNL Manager/Org. (e.g. ORPS-Syst. Mgr.; RARs-RCD; Illness/Injury: SHSD. EENS NCRs - RO Files (B130, Rm. 2-30).
17.	<b>Operating Manuals</b> that are OSH related	Operating Manuals for OSH meters identified in operational control documents such as JRA, FRA, SOP, ESR, Work Permits, etc.	ADM-17.32A- Retain until item removed from service	Owner/operator of instrument
18.	<b>Equipment Records</b> for M&TE w/ S&H consequences	Control and Calibration records of Measuring/Test Equipment used in hazard assessments	ADM-1.21.2D Destroy 5 years after calibration.	RCD for rad instruments; SHSD for IH instruments; other: owner/operator.
19.	<b>R2A2</b>	This series consists of the signed record copy of position descriptions that include information on title, series, grade, duties, and responsibilities and related information for each employee of BNLK.	ADM-1.7.B Destroy 75 years after position is abolished or description is superseded.	Line Managers Location: EENS BO Files (Bldg. 179A)
20.	<b>FUAs</b>	A Facility Use Agreement is a "contract" between the facility occupants and the "landlord" (Laboratory Management) that specifies the operational safety envelope for the facility. <b>CONTROLLED DOCUMENT</b>	ENV-1.K.1	BM/Facility Mgr., F&O - SBMS